

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below			CONSULTANT: Provide only checked items below in proposal.	
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet (No Resumes)	7 pages	19 pages	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____ THROUGH _____

Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualifications Review / Low Bid - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Best Value - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100G – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
CONSTRUCTION SERVICES
“As Needed”**

PRIMARY PREQUALIFICATION CLASSIFICATION:

Technical Assistance

SECONDARY PREQUALIFICATION CLASSIFICATION: None

SCHEDULED SERVICE DATES:

Anticipated start date of service: March 1, 2007

Anticipated completion date of service: March 1, 2008

DBE REQUIREMENT: N/A

ESTIMATED COST:

MDOT PROJECT MANAGER: Del Kirkby
MDOT – Cadillac Transportation Service Center
100 East Chapin Street
Cadillac, Michigan 49601
Phone: 231-775-3486
Fax: 231-775-0301
Email: kirkbyd@michigan.gov

DESCRIPTION OF WORK :

Provide experienced personnel for office technician services on an “as needed” basis for road and bridge construction related work in the Cadillac TSC area. In addition to the normal duties required as the acting Office Technician at Cadillac TSC, the work also includes:

1. Establishing and maintaining project files in accordance with state and federal standards.
2. Distribution of project related information to internal and external customers.
3. Compilation of project information to fulfill FOIA requests.
4. Coordination and communication with internal and external customers.
5. Miscellaneous office assistance as requested by the Project Engineer Manager.
6. Review Local Agency Projects for initial and final acceptance.
7. Assist the Project Engineer Manager prior to submittal of the final estimate for state trunkline projects.

The “as-needed” office technician services will be needed beginning March 1, 2007, or as soon as the contracted services are awarded, through March 1, 2008. The employee submitted for the office technician position shall be dedicated as the office technician for the duration of the contract. The estimated amount of time per week for this work is forty (40) hours but will vary depending on workload.

The initial authorization for the “as-needed” office technician services will be **1800 hours**.

See **ATTACHMENT A** for the list of 2007 construction projects in the Cadillac TSC area that will require “as-needed” office technician services. The “as-needed” office technician services may also be needed on past construction projects as requested by the Project Engineer Manager. The information on **ATTACHMENT A** was compiled with the most current data at the time of solicitation and is subject to change.

CONSULTANT RESPONSIBILITIES:

The Consultant shall contact the Project Manager prior to beginning any work on this project.

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant’s principal contact with the Department shall be through the designated Project Engineer Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

- D.** The Consultant shall notify the Project Engineer Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Engineer Manager.

The Consultant will provide, to the satisfaction of the Department, services as mentioned above. Reporting, measurement, computation, and documentation requirements directed by the Project Engineer Manager and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and all other applicable references, guidelines, and procedures manuals and associated with this Office Technician work is also included.

The Consultant will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.

MDOT RESPONSIBILITIES:

The Project Engineer Manager shall furnish to the Consultant project-specific construction contracts, proposals, plans, written instructions, and other information and/or data as deemed necessary by the Project Engineering Manager for the Services required herein.

A workstation with the most current version of FieldManager will be provided by the Department.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

This scope is for "as-needed" services, as such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of

these hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

No overtime is anticipated under this contract. The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the MDOT Project Engineer Manager.

ATTACHMENT A

This scope of services is for use on the following projects. Additional projects may be added at the discretion of the Engineer.

C.S. 43022
J.N. 85901A

Project location: US-10 in Lake County
Project description: 2.00 miles of cold milling and HMA resurfacing
Estimated project cost: \$376,472.36
Estimated project start date: July 2007
Estimated completion date: July 2007

C.S. 83021
J.N. 86016A

Project location: Old M-55 in the City of Cadillac
Project description: 2.75 miles of cold milling and HMA resurfacing
Estimated project cost: \$352,996.25
Estimated project start date: May 2007
Estimated completion date: June 2007

C.S. 53011
J.N. 87022A

Project location: M-116 in Mason County
Project description: 5.68 miles of cold milling and HMA resurfacing
Estimated project cost: \$762,000.00
Estimated project start date: May 2007
Estimated completion date: May 2007

C.S. 53032
J.N. 83369A

Project location: US-10 at Brye Road in Mason County
Project description: New carpool lot
Estimated project cost: \$75,000.00
Estimated project start date: April 2007
Estimated completion date: April 2007

C.S. 43012
J.N. 79565A

Project location: M-37 in Lake County
Project description: 10.48 miles of cold milling and HMA resurfacing
Estimated cost: \$1,341,826.00
Estimated project start date: May 2007
Estimated completion date: July 2007

C.S. 43022, 67015, 83031
J.N. 59970A

Project location: US-131 NB & SB in Lake, Osceola, and Wexford Counties
Project description: 12.87 miles of crush and shape and HMA resurfacing
Estimated cost: \$4,809,000.00
Estimated project start date: March 2007
Estimated completion date: July 2007

C.S. 83033
J.N. 87034A

Project location: US-131 in Wexford County
Project description: 5.46 miles of Ultra-thin HMA overlay
Estimated cost: \$532,000.00
Estimated project start date: September 2007
Estimated completion date: September 2007

C.S. 83052
J.N. 79623A

Project location: M-115 in Wexford County
Project Description: Intersection improvement and bridge widening
Estimated project cost: \$495,000.00
Estimated project start date: March 2007
Estimated completion date: May 2007

C.S. 83041
J.N. 87240A

Project location: M-42 in the City of Manton
Project description: Streetscape improvements
Estimated project cost: \$253,000.00
Estimated project start date: April 2007
Estimated completion date: May 2007

C.S. 67051, 67032
J.N. 86006A

Project location: M-115 and M-61 in Osceola County
Project description: 2.14 miles of cold milling and HMA resurfacing
Estimated project cost: \$350,000.00
Estimated project start date: June 2007
Estimated completion date: July 2007

C.S. 51012
J.N. 60068A

Project location: US-31 in Manistee County
Project description: 2.99 miles of passing relief land construction, cold milling, concrete joint repairs and HMA resurfacing; 2.24 miles of crack relief layer and HMA resurfacing
Estimated project cost: \$4,549,000.00
Estimated project start date: May 2007
Estimated completion date: October 2007

C.S. 57011, 67032
J.N. 87032A

Project location: M-66 in the Village of McBain and Missaukee and Osceola Counties
Project description: 2.9 miles of cold milling and HMA resurfacing
Estimated project cost: \$441,000.00
Estimated project start date: August 2007
Estimated completion date: August 2007

C.S. 83012, 51021
J.N. 79561A

Project location: M-37, M-55 in Wexford and Manistee Counties
Project description: 11.83 miles of cold milling and HMA resurfacing
Estimated project cost: \$1,014,000.00
Estimated project start date: July 2007
Estimated completion date: August 2007

C.S. 51021
J.N. 87021A

Project location: M-55 in Manistee County
Project description: 2.84 miles of cold milling and HMA resurfacing
Estimated project cost: \$333,000.00
Estimated project start date:
Estimated completion date:

C.S. 83021
J.N. 85397A

Project location: M-55 in Wexford County

Project description: 2.92 miles of passing relief lane construction

Estimated project cost: \$2,134,000.00

Estimated project start date: July 2007

Estimated completion date: October 2007